Software Shortcuts & Commands

Excel:

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| --- | --- |
| Function/Command | What it does |
| Ctrl + Z | Undo last action |
| Ctrl + Tab | Move b/w two or more open Excel files |
| Alt + = | Creates formula to sum all of the above cells |
| Ctrl + Shift + ! | Format number in comma format |
| Ctrl + Shirt + % | Format number in percentage format |

Outlook:

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| --- | --- |
| Ctrl + M | Send and receive all |
| Ctrl + R | Reply to email |
| Ctrl + N | Create new email |
| Ctrl + Shift + O | Open the outbox |